Strategic Agricultural Initiative/Food Quality Protection Act
Grant Program: FY2006 Request for Proposals

U.S. Environmental Protection Agency – Region 9
EPA-R9-CED1-06-003

OVERVIEW
EPA Region 9 is soliciting proposals to help implement the Food Quality Protection Act (FQPA) and to support efforts by the agricultural community to "transition" away from high-risk pesticides to lower risk pesticides and sustainable practices in food production. The program supports grants for education, extension and demonstration projects for FQPA transition and reduced risk practices for pest management in agriculture.

Funding Opportunity Title:
Strategic Agricultural Initiative/Food Quality Protection Act Grant Program: FY 2006 Request for Proposals.

Announcement Type: Initial Solicitation for Fiscal Year 2006.

Funding Opportunity Number: EPA-R9-CED1-06-003

Catalog of Federal Domestic Assistance (CFDA) Number: 66.716

Statutory Authority:
Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), Section 20, 7 U.S.C. §136r

IMPORTANT DATES
- March 3, 2006**:**   Proposals must be postmarked by or otherwise received through grants.gov (see Section IV)
- April 20, 2006:   Funding decisions are announced.
- May 20, 2006:   Full application/work plan due to EPA, Region 9
- Sept 30, 2006:   Awards made

The above dates (other than the March 3, 2006 proposal submission date) are anticipated dates and may be subject to change.

Contents of Full Text Announcement:
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**Strategic Agricultural Initiative/Food Quality Protection Act
Grant Program: FY2006 Request for Proposals**

Full Text Announcement

I. Funding Opportunity Description

A. Program Description

1. *Purpose and Scope* - The purpose of the Food Quality Protection Act (FQPA) Strategic Agricultural Initiative (SAI) Grant Program is to help implement FQPA and support "transition" efforts by growers to more environmentally sound pest management practices. The program supports grants for education, extension and demonstration projects for FQPA transition and reduced risk practices for pest management in agriculture. Priority is placed on project proposals that include a "whole systems" approach by integrating pest, soil, water and crop management practices, address an array of commodities, focus on sustainable agriculture, incorporate conservation planning, and are submitted by applicants that have a proven track record of grower participation and adoption of sustainable pest management practices. Successful applicants will also have an outreach and extension component to their program. "Sustainable" agriculture refers to farming practices that are environmentally sound, economically viable, and socially responsible.

2. *Goals and Objectives* - The goals of the FQPA Strategic Agricultural Initiative are:

- Utilize demonstration projects, outreach, and/or education to increase the adoption of reduced risk/integrated pest management (IPM) practices that provide alternatives to the use of highly toxic pesticides and/or pesticides impacted negatively by FQPA decisions.

- Encourage partnerships between producers, commodity groups, scientists, extension, local/state/federal government agencies, and other stakeholders to demonstrate, promote, and utilize reduced risk/IPM practices in the field.

- Actively engage scientists, producers, industry, and local/state/federal partners in the specifics of implementing FQPA.

- Quantitatively measure and document the effects of using the reduced risk/IPM programs on the environment, human health and community.

- Facilitate a sustainable whole farm systems approach that utilizes conservation planning and reduced risk/IPM practices.

- Demonstrate region specific pest management practices and integrated crop management systems to replace pesticide uses which may be cancelled under FQPA.

B. Background

The Food Quality Protection Act (FQPA), passed by Congress in 1996, establishes health based standards for pesticide residues in raw and processed food. It is intended to protect public health from exposure to pesticides and to create an environment favorable for the development and adoption of lower risk, effective crop protection tools for U.S. agriculture. The EPA, the U.S. Department of Agriculture (USDA), and numerous agricultural organizations are working on efforts to implement the FQPA. For this effort, EPA established regional programs for FQPA implementation and partnership activities to reduce risks and use of pesticides in agriculture. For more background information on FQPA, visit the EPA website at www.epa.gov/oppfead1/fqpa/.

C. FQPA/SAI Linkage to EPA Strategic Plan

1. *Linkage to EPA Strategic Plan/GPRA Architecture.* These assistance agreements will support EPA Strategic Plan Goal 4 - Healthy Communities and Ecosystems; Objective 4.1 - Chemical, Organism and Pesticide Risk; Program/Project 92 - Field Programs.

D. Environmental Results

1. *Outcomes*. Through this grant program, EPA expects to: 1) increase the number of growers using reduced risk/IPM tools and techniques; 2) measure quantitative and qualitative reduction in the use of higher risk pesticides or pesticides in general; and 3) support partnerships between crop producers, EPA, other federal/state/local agencies, and other interested stakeholders to implement reduced risk/IPM programs and to leverage funds from other sources to increase the scope of the FQPA/SAI program.

2. *Outputs.* The anticipated outputs of these projects include: 1) educational and outreach materials for growers; 2) conservation plans for growers that include reduced risk pest management; 3) conferences, seminars, and on-site field training; and 4) partnerships established between federal and non-federal programs to provide reduced risk/IPM programs for crop producers.

II. Award Information

A. Amount of Funding Available

In 2006, EPA Region 9 anticipates awarding approximately **$390,000** in grants to eligible applicants. EPA Region 9 anticipates awarding approximately 4 to 6 grants ranging in size from approximately $50,000 to a maximum of $100,000. Indirect costs must be included in the $100,000 maximum funding amount. If costs are incurred before the award, they are incurred t the grantee's own risk. Should the amount available for funding change, the Agency will make grant awards based on the actual funding received. The EPA reserves the right to make additional awards under this announcement without further competition if additional funding becomes available. Any additional selections for awards will be made no later than four months after the original selection decisions.

Proposals to supplement existing projects are eligible to compete with proposals for new awards.

Selected applicants may be offered funds in an amount less than the proposal requests. Funding for these projects is not guaranteed and is subject to the availability of funds. EPA reserves the right to reject all proposals or applications and make no awards under this announcement. EPA reserves the right to partially fund proposals by funding discrete activities, projects, or phases of proposed proposals. If EPA decides to partially fund a proposal/application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal/application, or portion thereof, was evaluated and selected for award, and that maintains the integrity of the competition and selection process.

B. Start Date/Project Duration
All projects should have an anticipated start date of **October 1, 2006**. Proposed project periods may be up to two (2) years.

III. Eligibility Information

A. Eligible Applicants

States, U.S. territories or possessions, federally recognized Indian Tribal governments and intertribal consortia, public and private universities and colleges, hospitals, laboratories, other public and private non-profit institutions, and individuals are eligible to apply for funding. Non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1955 are not eligible to apply.

Matching funds are not required.

B. Threshold Eligibility Issues
 In order to be eligible for funding consideration under this announcement, proposals must meet all of the following conditions:

1. Proposals must request between $50,000 and $100,000. Proposals that request more than $100,000 will not be considered for funding.

2. Proposals must address one or more of the Goals and Objectives of the SAI/ FQPA program listed above in Section I. of this announcement.

3. Proposals must substantially comply with the application submission instructions and requirements set forth in Section IV of this announcement.

4. Proposals must be postmarked or received by grants.gov on or before the solicitation closing date published in Section IV of this announcement.

In addition, since the SAI/ FQPA grant program is intended to support demonstration projects, proposals should not include activities that involve basic research. However, proposals may include a *component for applied on farm research*, as long as they also have *demonstration, education and/or outreach activities*.

The EPA will consider only one (1) proposal by each individual investigator. Proposals from different investigators within the same organization are acceptable.

IV. Application and Submission Information

A. Format and Content of Proposals

Proposals must be limited to 16 pages excluding appendices. Proposals must address all of the requested information below, and be postmarked (if sent via hard copy as described below) or received through grants.gov (see below) by March 3, 2006. If proposals exceed 16 pages, only the first 16 pages of the proposal will be considered in the review process (excluding appendices). Pages should be numbered in order starting with the cover page and continuing through the appendices. Full application packages need not be submitted at this time. Proposals must address each of the Evaluation Criteria in Section V and follow the format and content outlined below. It is recommended that confidential information not be included in the proposals.

1. **Cover Page:** (Page 1):
    The cover page should list the following information with your letterhead:
    > Project Title:
    > Project Coordinator:
    > Organization Name and Address:
    > Telephone No.:   Fax No.:   Email Address:
    > Project Duration (including Starting Date and Ending Date):
    > First Year Funding Request:
    > Second Year Funding Request, if applicable:
    > Total Funding Request (for the entire project):

    Please indicate if this proposal is a continuation of a previously EPA funded project.
    Yes _____   No_____
    If yes, please provide the following:
    EPA Assistance Number: _____
    Budget Period of Project: _____

2. **Budget/Resources**: (Page 2)
    Please submit a detailed budget with your proposal, linking the cost of each objective with the budget. Include information on other funding sources (leverage funds), if any. Describe how leveraged resources will be obtained and what role EPA funding will play in the overall project.

3. **Table of Contents**: (Page 3)

4. **Executive Summary:** (Page 4) The Executive Summary should be a stand alone document, **not to exceed one (1) page**, containing the specifics of what is proposed and what you expect to accomplish regarding measuring or movement toward achieving project goals. This summary should identify the **measurable environmental results** you expect including potential human health and ecological benefits. (See Section I. for more information about environmental results)

5. **Proposal Narrative** (Includes Part I-VI-applicants must make sure that the proposal narrative addresses the ranking criteria in Section V): Parts I-VI listed below **should not exceed twelve (12) pages.**

   a. Part I: Project Title. Self explanatory.

   b. Part II: Objectives. A numbered list (1, 2, etc.) of concisely written project objectives. In most cases, each objective can be stated in a single sentence.

   c. Part III: Justification. For each objective list in Part II above, discuss the potential outcome in terms of environmental, human health, pesticide risk and/or use reduction or pollution prevention. If appropriate, the target pest(s) and crop(s) should be explicitly stated. This section should be numbered with a justification corresponding to each objective.

   d. Part IV: Literature Review. Briefly describe relevant information currently available. This should also include information on projects currently in progress that are relevant to or provide the basis for either the experiment design or the validation of a new approach to pest management.

   e. Part V: Approach and Methods. Describe in detail how the program will be carried out. Describe how the system or approach will support the program goals. Include a well conceived work plan that is realistic and appropriate to achieving the identified objectives. This should include a brief background on the main issues or challenges, specific objectives, main activities and expected outcomes and deliverables. Include the project area.

   f. Part VI: Performance Measures and Expected Outputs and Outcomes. Please state how you will evaluate the success of the program in terms of measurable environmental results. (See Section I.) The work plan should include performance measures that demonstrate the progress or environmental benefits of the project. Any project surveys are required to provide measurable outputs and outcomes. Include specific milestones and how you will measure improvements to human health, the ecosystem, or quality of life. Pick two or three measures from the SAI Toolbox which can be found at http://www.aftresearch.org/sai (SAI Grant Applicants, Performance Measures). In addition to the performance measures listed in Section V (Selection Criteria), all proposals and reports (progress and final) should also include the following elements for reporting of project measures:

- Number of acres likely to be impacted by the project.
- Current level of pest management and the level that is expected to be achieved at the end of the project based on the SAI Transition Index. See http://www.aftresearch.org/sai (SAI Grant Applicants).
- Percent reduction or pound per acre reduction expected in the use of highly toxic active ingredients and/or pesticide products.
- Evidence that the applicant expects to partner with others and/or encourage favorable attention to the project with media releases or other outreach activities.

6. **Proposal Appendices:** These appendices must be included in the grant proposal. Continue page numbering as appropriate after Part VI.

a. **Appendix A. Literature Cited**. List cited key literature references alphabetically by author.

b. **Appendix B. Timetable.** A timetable that includes what will be accomplished under each of the objectives during the project and when completion of each objective is anticipated.

c. **Appendix C. Programmatic Capability.** Include the qualifications and background of the main people or organizations involved. Also include letters of support from growers or other partners/collaborators, specifying their contribution in project implementation.

B. <u>Submission Method</u>

Please note that you may choose to apply <u>*one of two ways*</u>. If you wish to apply with a hard copy submission, please follow the instructions under "Hard Copy Submission" below. If you wish to apply electronically via Grants.gov, please follow the instructions under "Electronic Submission" below. Please only use one form of submission.

1. <u>Hard Copy Submission</u>
If you are applying via the hard copy method, one original hard paper copy and one electronic copy are required. The electronic copy should be e-mailed as an attachment to hodge.don@epa.gov or submitted on a CD or a 3.5" disk, IBM compatible, and readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows to the address indicated below.

Proposals should be typewritten, in 12 point or larger print using an 8.5 x 11 inch paper with minimum 1 inch horizontal and vertical margins.

All hard copy proposals should be sent to:

Don Hodge, Agriculture Program
Communities and Ecosystems Division

Environmental Protection Agency – Region 9
75 Hawthorne St., CED-1
San Francisco, CA 94105
Email address: hodge.don@epa.gov

2. Electronic Submission
If you wish to apply electronically, the electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to http://www.grants.gov and click on "Get Started," and then "For AORs" (Authorized Organization Representative) on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process for this grant program, go to http://www.grants.gov and click on the "Apply for Grants" tab at the top of the page. Then click on "Apply Step 1: Download a Grant Application Package and Application Instructions" to download the PureEdge viewer and obtain the application package (https://apply.grants.gov/forms_apps_idx.html). You may retrieve the application package and instructions by entering the Funding Opportunity Number EPA-R9-CED1-06-003, or the CFDA number 66.716, in the space provided. Please be sure to view the additional grants.gov submission instructions that are available for download on Grants.gov for this announcement and are included as Attachment A to this announcement.

If you have any technical difficulties while applying electronically, please refer to http://www.grants.gov/CustomerSupport, and copy hodge.don@epa.gov .

C. Submission Dates

Proposals must be postmarked (if submitted via hard copy) or received by Grants.gov on or before **March 3, 2006.** All proposals postmarked or received by Grants.gov **after** this due date will **not** be considered for funding.

D. Confidential Business Information

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

E. Intergovernmental Review

Applicants (except for Indian Tribes and Tribal Consortia) must comply with the Intergovernmental Review Process and/or consultation provisions of Executive Order 12372 or

Section 204 of the Demonstration Cities and Metropolitan Development Act, if applicable, which are contained in 40 CFR Part 29. Further information regarding this requirement will be provided if your proposal is selected for funding.

F. Other Information

EPA Region 9 will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. However, in accordance with EPA's Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications.

All applicants applying for funding, including renewal funding, must have a Dun and Bradstreet Universal Data Numbering System (DUNS) number. Applicants that do not already have a DUNS number may find instructions for obtaining one at the following website: http://www.grants.gov/GetStarted A DUNS number may also be obtained by calling 1-866-705-5711.

V. Application Review Information

A. Proposal Review

All proposals will be reviewed for eligibility and completeness by the Region 9 Strategic Agricultural Initiative Coordinator. Each eligible proposal will then be evaluated by a panel of EPA staff based on the criteria set forth below. In your proposal, please make sure that you address each criterion.

B. Selection Criteria (Total 100 points)

1. *Extent to which the proposed project focuses on sustainable agriculture and uses conservation planning and a whole systems approach*. Proposals will be evaluated based on: (i) The description of the program's approach to methods for grower participation and adoption of sustainable pest management practices, along with applied research and extension program components, and; (ii) The extent that a "whole systems" approach to pest management is encouraged. The project should strive to integrate pest, soil, crop, and water management practices. **(10 points)**

2. *Importance of project in relation to FQPA*.   Proposals will be evaluated based on the extent that they address critical pest management issues relative to the Food Quality Protection Act (FQPA) and are consistent with the goals of the FQPA Strategic Agricultural Initiative. (See Section I for goals) Projects must focus on actual results, getting information and agricultural practices into the hands of growers who actually use

them to shift away from FQPA-targeted pesticides to other methods of pest management. **(10 points)**

3. *Commodity and region-wide significance and degree of transferability to other areas.* Proposals will be evaluated based on the extent they address agricultural commodity pest problems, discuss critical pest management issues (explaining the importance of the project and the commodity) and address how the agricultural practice and reduced-risk tools could be adapted to other locations with similar cropping systems. **(10 points)**

4. *Extent to which the project has on-farm demonstration with active roles for multiple grower participation.* Proposals will be evaluated based on the extent of their partnerships and the participation of growers as part of the project activities. Cooperation with scientists, extension officers, pest control advisors, crop consultants other non-profit organizations, and other partners is encouraged. Letters of support from collaborators, indicating their contributions to the project, may be provided for this factor. **(10 points)**

5. *Extent to which the project has clearly stated and measurable objectives.* Proposals will be evaluated based on their clarity and ability to explain the project objectives and the degree to which the proposed project will: (i) Reduce or eliminate the use of highly toxic pesticides; and (ii) Increase farmers' adoption of reduced risk alternatives and/or sustainable integrated pest or crop management methods. Include a clear explanation of the methods (both quantitative and qualitative) that will be used to measure progress and impacts. Measures of success should be linked to reduction of pesticide use/risks, implementation of alternative agricultural practices, and/or similar impacts. **(10 points)**

6. *Extent to which the project has environmental measurement/outputs and outcomes.* Projects will be evaluated on their likelihood of achieving predicted environmental results, the expected outcomes identified in Section I, project goals, and the production of on-the-ground, quantifiable environmental change. In addition, they will be evaluated on their plan for tracking and measuring their progress towards achieving the expected outcomes/ outputs identified in Section One of this announcement. These measures can be Adirect@ or Asurrogate@ measures. Direct measures identify actual environmental changes occurring with the adoption of Integrated Pest Management (IPM) practices. In contrast, surrogate measures identify changes in strategies or behavior that should lead to environmental changes. Special consideration will be given to those partnering with agencies or organizations already monitoring environmental quality in the project area.

To identify appropriate project performance measures, choose from the measures listed in the Strategic Agriculture Initiative Toolbox located at http://www.aftresearch.org/sai/ (SAI Grant Applicants, Performance Measures). If you choose to use unique performance measures other than those listed in the Toolbox, they must be clearly described and submitted as part of the proposal. If your project is selected for funding, measures included in your proposal may be subject to negotiation. Be sure to describe the method you will use to attain data to support the measures indicated. If you cannot access the Toolbox, please contact Don Hodge at (415) 972-3240 or hodge.don@epa.gov.

As referenced in Section IV, the proposal must also include: (i) number of acres likely to be impacted by the project; (ii) current level of pest management and the level that is expected to be achieved at the end of the project based on the SAI Transition Index http://www.aftresearch.org/sai/ (SAI Grant Applicants); and (iii) percent reduction or pound per acre reduction expected in the use of highly toxic active ingredients and/or pesticide products. **(25 points)**

7. *Outreach/Use of extension to enhance the likelihood of grower adoption.* Proposals will be evaluated to the extent that there are clear plans for extension; outreach or communications that will likely lead to effective learning and adoption of new practices, and how the long term, sustainable adoption will be measured. **(10 points)**

8. *Extent to which the programmatic capability (technical experience)/ qualification and experience of the applicant is demonstrated relative to the proposed project and involvement of key institutions and stakeholders.*   Proposals will be evaluated based on the applicant's: (i) past performance in successfully completing federally and/or non-federally funded projects similar in size, scope and relevance to the proposed project; (ii) a history of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations and submitting acceptable final technical reports; (iii) organizational experience and ability to plan for timely and successfully achieving the objectives of the project; and (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project. In evaluating applicants under this factor, EPA will consider information provided by the applicant and may also consider information from other sources including prior grantors and agency files. Applicants with no relevant or available past performance and/or reporting history (items i and ii above) will receive a neutral score for those elements of this factor. **(10 points)**

9. *Extent to which the project utilizes leveraging (funding and partnerships).* Applicants will be evaluated based on the extent they demonstrate (i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or (ii) that EPA funding will compliment activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Applicants may use their own funds or other resources for a voluntary match or cost share if the standards of 40CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for matches or cost shares. **(5 points)**

Final funding decisions will be made by the EPA Region 9 FQPA Selection Committee based on the results of the proposal evaluation and reviewers recommendations. In addition, in making the final funding decisions, the Region 9 FQPA Selection Committee may also consider program balance, available funds, and geographic diversity.

VI. Award Administration Information

A. <u>Award Decisions and Formal Application Process</u>

Once proposals have been reviewed, evaluated and ranked, applicants will be notified via U.S. Mail regarding the outcome of the competition. The notification is not an authorization to begin performance on the selected project(s). The notice of award sent via U.S. Mail to the applicant's authorized representative and signed by the EPA award official is the authorizing document.

If your proposal is selected for funding, you will need to complete a formal application for Federal funding. An application kit containing financial and administrative forms and general information on Federal grants will be mailed to award recipients. Blank forms may also be obtained at: http://www.epa.gov/region09/funding/applying.html

B. <u>Administrative and National Policy Requirements</u>

The award and administration of these grants will be governed by the Uniform Administrative Requirements for Grants and Cooperative Agreements set forth at 40 CFR Part 30 or 31. In addition, the provision in 40 CFR Part 32 governing government-wide debarment and suspension, and the provisions in 40 CFR Part 34 regarding restrictions on lobbying applies.

Once a proposal is selected, the recipient may be required to submit before award, in addition to a full application, a copy of its written procurement procedures developed in accordance with 40 CFR 30.40 – 30.48 or 40 CFR 31.36, as applicable, for review.

All costs incurred under this program must be allowable under the applicable OMB Cost Circulars. Copies of the circulars can be found at http://www.whitehouse.gov/omb/circulars. In accordance with the EPA policy and the OMB circular, any recipient of funding must agree not to use assistance funds for fund-raising, or political activities such as lobbying members of Congress or lobbying for other federal grants, cooperative agreements, or contracts. EPA grant funds may only be used for the purposes set forth in the grant agreement, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity. Cost rates will not increase the $100,000 maximum funding amount.

Nonprofit applicants that are recommended for funding under this announcement may be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8, 'EPA Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards' which can be found at http://www.epa.gov/ogd/grants/award/5700_8.pdf . Nonprofit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capability Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

In accordance with 40 CFR 30.54 and 31.45, projects that include the generation or use of environmental data are required to submit a Quality Assurance Project Plan (QAPP). This includes efficacy and performance data, surveys and similar results. The award recipient must develop and implement quality assurance and quality control procedures, specifications and documentation that are sufficient to produce data of adequate quality to meet project objectives. The QAPP is the document that provides comprehensive details about the quality assurance/quality control requirements and technical activities that must be implemented to ensure that project objectives are met. The QAPP should be prepared in accordance with EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans. The QAPP must be submitted to the EPA Project Officer at least 30 days prior to the initiation of data collection or data compilation. Requirements for QAPP's can found at http://www.epa.gov/quality1/qa_docs.html.

If a conference or workshop is an element of the project, the applicant will be required to answer the following questions: Who is initiating the conference/workshop/meeting? How will it be advertised? Whose logo will be on the agenda and materials? What is the percentage of participants, i.e. federal, state, local or public? Will the grant recipient prepare the proceedings and disseminate the information back to the targeted community? Will program income be generated from this event?

If indirect costs are budgeted in the assistance application and the non-profit organization or educational institute does not have a previously established indirect cost rate, it agrees to prepare and submit its indirect cost rate proposal and/or cost allocation plan in accordance with the appropriate Federal cost principle, OMB Circular A-122, "Cost Principles for Non-Profit Organizations" or OMB Circular A-21, "Cost Principles for Educational Institutions" within ninety (90) from the effective date of the award for this assistance agreement.

If a local government does not have a previously established indirect cost rate, it will need to prepare its indirect cost rate proposal and/or cost allocation plan in accordance with OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments." The local government recipient whose cognizant Federal agency has been designated by the Office of Management and Budget (OMB) must develop and submit its indirect cost rate proposal for approval to its cognizant Federal agency within six (6) months after the close of the governmental unit's fiscal year. If the cognizant Federal agency has not been identified by the OMB, the local government recipient must still develop (and when required, submit) its proposal within that period.

Human Subjects: A grant recipient must agree to meet all EPA requirements for studies using human subjects prior to implementing any work with these subjects. These requirements are given in 40 C.F.R. 26, referred to as the "Common Rule". No work involving human subjects, including recruiting, may be initiated before the EPA has received a copy of the applicant's Institutional Review Board's (IRB) approval of the project and the EPA has also provided approval. Where human subjects are involved in the research, the recipient must provide evidence of subsequent IRB reviews, including amendments or minor changes of protocol, as part of the annual reports. Until further notice, EPA will not consider funding for research that involves intentional dosing human toxicity studies with pesticides.

C. <u>Reporting</u>

The successful applicant(s) will be required to submit a progress report six months after the beginning of the project, and then additional progress reports annually throughout the duration of the project. Reports should include a description of project activities including accomplishments, successes and lessons learned along with any problems and/or delays. Environmental outcomes should be indicated in relation to the approved schedule and milestones. Quarterly Financial Status Reports (FSR's) will also be required. A final project report is also required 90 days following the end of the project period according to the same format. All reports can be submitted either electronically or by hard paper copy.

D. <u>Dispute Resolution Process</u>
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Grant competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm.

VII. Agency Contacts

If you have questions or need additional information regarding the Strategic Agricultural Initiative/Food Quality Protection Act Grant Program: FY 2006 Request for Proposals, please contact:

Don Hodge, Agriculture Program
Communities and Ecosystems Division
Environmental Protection Agency – Region 9
75 Hawthorne St., CED-1
San Francisco, CA 94105

Phone: 415-972-3240
Email: hodge.don@epa.gov

Attachment A
Grants.gov Application Instructions
For Announcement **EPA-R9-CED1-06-003**

General Application Instructions

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to http://www.grants.gov and click on "Get Started," and then click on "For AORs "(Authorized Organization Representative) on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process for this grant program, go to http://www.grants.gov and click on "Apply for Grants" tab at the top of the page. Then click on "Apply Step 1: Download a Grant Application Package and Application Instructions" to download the PureEdge viewer and obtain the application package (https://apply.grants.gov/forms_apps_idx.html). To download the PureEdge viewer click on the "PureEdge Viewer" link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-R9-CED1-06-003, or the CFDA number 66.716 in the appropriate field. You may also be able to access the application package by clicking on the button at the bottom right side of the synopsis located on grants.gov that says **Apply for Grant Electronically**.

Application Submission Deadline: Your organization's AOR must submit your complete application electronically to EPA through Grants.gov (http://www.grants.gov) no later than March 3, 2006.

Please submit *all* of the application materials described below. To view the full funding announcement, go to http://www.grants.gov and click on "Find Grant Opportunities" at the top of the page and then click on "Browse by Agency" and select Environmental Protection Agency.

Application Materials

The following forms and documents are required to be submitted under this announcement:

I.   Application for Federal Assistance (SF-424)

II.   Narrative Proposal and Appendices-prepared in accordance with the instructions in Section IV of the announcement as described below.

Proposals must be limited to 16 pages excluding appendices. Proposals must address all of the requested information below. If proposals exceed 16 pages, only the first 16 pages of the proposal will be considered in the review process (excluding appendices). Pages should be numbered in order starting with the cover page and continuing through the appendices.

Proposals must address each of the Evaluation Criteria in Section V and follow the format and content outlined below. It is recommended that confidential information not be included in the proposals.

I. Standard Form (SF) 424, Application for Federal Assistance
Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

II. Narrative Proposal and Appendices

1. **Cover Page:** (Page 1):
   The cover page should list the following information with your letterhead:

   > Project Title:
   > Project Coordinator:
   > Organization Name and Address:
   > Telephone No.:   Fax No.:   Email Address:
   > Project Duration (including Starting Date and Ending Date):
   > First Year Funding Request:
   > Second Year Funding Request, if applicable:
   > Total Funding Request (for the entire project):

   Please indicate if this proposal is a continuation of a previously EPA funded project.
   Yes _____   No_____
   If yes, please provide the following:
   EPA Assistance Number: _____
   Budget Period of Project: _____

2. **Budget/Resources**: (Page 2)
   Please submit a detailed budget with your proposal, linking the cost of each objective with the budget. Include information on other funding sources (leverage funds), if any. Describe how leveraged resources will be obtained and what role EPA funding will play in the overall project.

3. **Table of Contents**: (Page 3)

4. **Executive Summary:** (Page 4) The Executive Summary should be a stand alone document, **not to exceed one (1) page**, containing the specifics of what is proposed and what you expect to accomplish regarding measuring or movement toward achieving project goals. This summary should identify the **measurable environmental results** you expect including potential human health and ecological benefits. (See Section I. for more information about environmental results)

5. **Proposal Narrative** (Includes Part I-VI-the proposal narrative should address each of the ranking criteria in Section V of the announcement): Parts I-VI listed below **should not exceed twelve (12) pages**.

      a. **Part I: Project Title.** Self explanatory.

      b. **Part II: Objectives.** A numbered list (1, 2, etc.) of concisely written project objectives. In most cases, each objective can be stated in a single sentence.

      c. **Part III: Justification.** For each objective list in Part II above, discuss the potential outcome in terms of environmental, human health, pesticide risk and/or use reduction or pollution prevention. If appropriate, the target pest(s) and crop(s) should be explicitly stated. This section should be numbered with a justification corresponding to each objective.

      d. **Part IV: Literature Review.** Briefly describe relevant information currently available. This should also include information on projects currently in progress that are relevant to or provide the basis for either the experiment design or the validation of a new approach to pest management.

      e. **Part V: Approach and Methods.** Describe in detail how the program will be carried out. Describe how the system or approach will support the program goals. Include a well conceived work plan that is realistic and appropriate to achieving the identified objectives. This should include a brief background on the main issues or challenges, specific objectives, main activities and expected outcomes and deliverables. Include the project area.

      f. **Part VI: Performance Measures and Expected Outputs and Outcomes.** Please state how you will evaluate the success of the program in terms of **measurable environmental results**. (See Section I.) The work plan should include **performance measures** that demonstrate the progress or environmental benefits of the project. Any project surveys are required to provide measurable outputs and outcomes. Include specific milestones and how you will measure improvements to human health, the ecosystem, or quality of life. Pick two or three measures from the SAI Toolbox which can be found at http://www.aftresearch.org/sai (SAI Grant Applicants, Performance Measures). In addition to the performance measures listed in Section V (Selection Criteria), all proposals and reports (progress and final) should also include the following elements for reporting of project measures:

- Number of acres likely to be impacted by the project.
- Current level of pest management and the level that is expected to be achieved at the end of the project based on the SAI Transition Index. See http://www.aftresearch.org/sai (SAI Grant Applicants).
- Percent reduction or pound per acre reduction expected in the use of highly toxic active ingredients and/or pesticide products.

- Evidence that the applicant expects to partner with others and/or encourage favorable attention to the project with media releases or other outreach activities.

6. **Proposal Appendices:** These appendices must be included in the grant proposal. Continue page numbering as appropriate after Part VI.

a. **Appendix A. Literature Cited**. List cited key literature references alphabetically by author.

b. **Appendix B. Timetable.** A timetable that includes what will be accomplished under each of the objectives during the project and when completion of each objective is anticipated.

c. **Appendix C. Programmatic Capability.** Include the qualifications and background of the main people or organizations involved. Also include letters of support from growers or other partners/collaborators, specifying their contribution in project implementation.

Application Preparation and Submission Instructions

Documents I through II listed under Application Materials above should appear in the "Mandatory Documents" box on the Grants.gov Grant Application Package page.

For document I, click on the appropriate form and then click "Open Form" below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out the form, click "Save." When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, "Move Form to Submission List." This action will move the document over to the box that says, "Mandatory Completed Documents for Submission."

For document II, you will need to attach electronic files (including electronic files for the Proposal Appendices). Prepare your narrative proposal and appendices as described above and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach it to the application package, click on "Project Narrative Attachment Form," and open the form. Click "Add Mandatory Project Narrative File," and then attach your proposal and appendices (previously saved to your computer) using the browse window that appears. You may then click "View Mandatory Project Narrative File" to view it. Enter a brief descriptive title of your project in the space beside "Mandatory Project Narrative File Filename;" the filename should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your proposal, you may click "Add Optional Project Narrative File" and proceed as before. When you have finished attaching the necessary documents, click "Close Form." When you return to the "Grant Application Package" page, select the "Project Narrative

Attachment Form" and click "Move Form to Submission List." The form should now appear in the box that says, "Mandatory Completed Documents for Submission."

Once you have finished filling out all of the forms/attachments and they appear in one of the "Completed Documents for Submission" boxes, click the "Save" button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: "Applicant Name – FY06 – Assoc Prog Supp – 1st Submission" or "Applicant Name – FY 06 Assoc Prog Supp – Back-up Submission." If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to "Applicant Name – FY06 Assoc Prog Supp – 2nd Submission."

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the "Application Filing Name" box, your AOR should enter your organization's name (abbreviate where possible), the fiscal year (e.g., FY06), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the "Grant Application Package" page, your AOR may submit the application package by clicking the "Submit" button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at support@grants.gov , or contact Don Hodge at (415) 972-3240, or by email at hodge.don@epa.gov .

Application packages submitted thru grants.gov will be time/date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from* support@grant.gov) within 30 days of the application deadline, please contact Don Hodge at (415) 972-3240. Failure to do so may result in your application not being reviewed.